Guided Practice: Use Basic Formulas & Functions

In this exercise, you will **follow along with your teacher** to enter data into a spreadsheet and perform simple calculations. You will use the operations and functions listed below.

|  |  |  |  |
| --- | --- | --- | --- |
| * + - * Addition | * + - * Multiplication | * + - * Average | * + - * Maximum |
| * + - * Division | * + - * Subtraction | * + - * Sum | * + - * Minimum |

* You will also use an absolute reference
* Upon completion of the activity, save and submit according to teacher directions

1. Retrieve the spreadsheet **GP2Starter** (Technology Advancements) from the wiki.
2. Delete Column C
3. Use a function to write a formula in Cell C12 that will calculate the total for the range of cells C5:C11, then format the data as currency.

Notes:

1. Copy the formula to Column D

Notes:

1. Apply an accounting border to C12 and D12
2. Enter the heading **Percent of Total Sales** in Cell F4 and format the cell to Wrap Text.
3. Format the column as percent with one decimal place
4. Apply a single line bottom border to Cell F4
5. Enter a formula in F5 to calculate how much the total computer sales for Year 2 contributed to the total sales for all items for the same year. In other words, what percent is the total computer sales of the total sales for Year 2?

Notes:

=*Total Sales Year 2 for Computers/Total Sales Year 2*

1. Before copying the formula to the rest of the cells in Column F, edit the formula in Cell F5 to make the cell reference for D12 an absolute reference. Why?
2. Copy the formula to the remaining cells.
3. Insert a new column after Column B (it will be a new Column C).
4. Insert the column heading **Unit Price** in Cell C4 and enter the following prices:

|  |  |
| --- | --- |
| **Item** | **Unit Price** |
| Computer | 799 |
| Digital Camera | 275 |
| Flash Drive | 25 |
| InkJet Cartridge | 75 |
| InkJet Printer | 575 |
| PDA | 299 |
| Scanner | 485 |

1. Format the Unit Price column for currency
2. Enter the column heading **Quantity** in Cell H4
3. Enter the quantity data in Column H

|  |  |
| --- | --- |
| **Item** | **Quantity** |
| Computer | 5 |
| Digital Camera | 900 |
| Flash Drive | 150 |
| InkJet Cartridge | 13 |
| InkJet Printer | 25 |
| PDA | 575 |
| Scanner | 500 |

1. Enter the column heading **Total Price** in Cell I4 and format the cell to wrap and center the text
2. In Column I, calculate the Total Price for each item and format the data as currency.

Notes:

1. Copy the formula to the remaining cells in Column I
2. Enter the row heading **Average** in bold in Column A below the word **Total** and enter a formula in the same row in Column C to calculate the average price of the items

Notes:

1. Key the heading **Highest** in bold in Column A below the word **Average** and enter a formula in the same row in Column C to find the highest priced item

Notes:

1. Key the heading **Lowest** in bold in Column A below the word **Highest** and enter a formula in the same row in Column C to find the lowest priced item

Notes:

1. Readjust the title and subtitle to center across Columns A-I

Notes:

1. Sort the data in descending order by Net Change
2. Check for uniformity by making sure
   1. all column headings are formatted in initial caps with a single bottom border
   2. any amounts in Row 12 are formatted with an accounting border
3. Layout the page in landscape format

Notes: